

**INFORMATION TO OFFERORS OR QUOTERS
SECTION A - COVER SHEET**

*Form Approved
OMB No. 9000-0002
Expires Oct 31, 2004*

The public reporting burden for this collection of information is estimated to average 35 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (9000-0002), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person will be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN BLOCK 4 BELOW.

1. SOLICITATION NUMBER	2. (X one)	3. DATE/TIME RESPONSE DUE
	<input type="checkbox"/> a. INVITATION FOR BID (IFB)	
	<input type="checkbox"/> b. REQUEST FOR PROPOSAL (RFP)	
	<input type="checkbox"/> c. REQUEST FOR QUOTATION (RFQ)	

INSTRUCTIONS

NOTE: The provision entitled "Required Central Contractor Registration" applies to most solicitations.

1. If you are not submitting a response, complete the information in Blocks 9 through 11 and return to the issuing office in Block 4 unless a different return address is indicated in Block 7.
2. Offerors or quoters must include full, accurate, and complete information in their responses as required by this solicitation (including attachments). "Fill-ins" are provided on Standard Form 18, Standard Form 33, and other solicitation documents. Examine the entire solicitation carefully. The penalty for making false statements is prescribed in 18 U.S.C. 1001.
3. Offerors or quoters must plainly mark their responses with the Solicitation Number and the date and local time for bid opening or receipt of proposals that is in the solicitation document.
4. Information regarding the timeliness of response is addressed in the provision of this solicitation entitled either "Late Submissions, Modifications, and Withdrawals of Bids" or "Instructions to Offerors - Competitive Acquisition".

4. ISSUING OFFICE <i>(Complete mailing address, including ZIP Code)</i>	5. ITEMS TO BE PURCHASED <i>(Brief description)</i>
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6. PROCUREMENT INFORMATION <i>(X and complete as applicable)</i>	
<input type="checkbox"/> a. THIS PROCUREMENT IS UNRESTRICTED	
<input type="checkbox"/> b. THIS PROCUREMENT IS _____ % SET-ASIDE FOR SMALL BUSINESS. THE APPLICABLE NAICS CODE IS: _____	
<input type="checkbox"/> c. THIS PROCUREMENT IS _____ % SET-ASIDE FOR HUB ZONE CONCERNS. THE APPLICABLE NAICS CODE IS: _____	
<input type="checkbox"/> d. THIS PROCUREMENT IS RESTRICTED TO FIRMS ELIGIBLE UNDER SECTION 8(a) OF THE SMALL BUSINESS ACT.	

7. ADDITIONAL INFORMATION

8. POINT OF CONTACT FOR INFORMATION			
a. NAME <i>(Last, First, Middle Initial)</i>		b. ADDRESS <i>(Include Zip Code)</i>	
c. TELEPHONE NUMBER <i>(Include Area Code and Extension)</i>	d. E-MAIL ADDRESS		

9. REASONS FOR NO RESPONSE <i>(X all that apply)</i>			
<input type="checkbox"/> a. CANNOT COMPLY WITH SPECIFICATIONS	<input type="checkbox"/>	<input type="checkbox"/> d. DO NOT REGULARLY MANUFACTURE OR SELL THE TYPE OF ITEMS INVOLVED	
<input type="checkbox"/> b. UNABLE TO IDENTIFY THE ITEM(S)	<input type="checkbox"/>	<input type="checkbox"/> e. OTHER <i>(Specify)</i>	
<input type="checkbox"/> c. CANNOT MEET DELIVERY REQUIREMENT	<input type="checkbox"/>		

10. MAILING LIST INFORMATION <i>(X one)</i>			
WE <input type="checkbox"/> DO <input type="checkbox"/> DO NOT DESIRE TO BE RETAINED ON THE MAILING LIST FOR FUTURE PROCUREMENT OF THE TYPE INVOLVED.			
11a. COMPANY NAME		b. ADDRESS <i>(Include Zip Code)</i>	
c. ACTION OFFICER			
(1) TYPED OR PRINTED NAME <i>(Last, First, Middle Initial)</i>		(2) TITLE	
(3) SIGNATURE		(4) DATE SIGNED <i>(YYYYMMDD)</i>	

FOLD

FOLD

FROM

AFFIX
STAMP
HERE

SOLICITATION NUMBER	
DATE (YYYYMMDD)	LOCAL TIME

DD FORM 1707 SP0600-03-R-0043
INFORMATION TO OFFERORS OR QUOTERS
BLOCK 7, ADDITIONAL INFORMATION

A. **CLOSING DATE:** The closing date and time for receipt of offers is 22 October 2003, 3:00 p.m. Local Time, Fort Belvoir, Virginia.

B. **NEGOTIATIONS:** Any negotiations under this solicitation will be conducted primarily in writing (by facsimile or email) or by telephone, but DESC will offer an opportunity for face-to-face negotiations at DLA Headquarters Complex, Ft. Belvoir VA. It is a choice and NOT mandatory to participate in face-to-face negotiations. Please indicate in your offer whether or not you wish to conduct face-to-face negotiations.

If you choose to participate in face-to-face negotiations and you are not a U.S. Citizen, please contact your nationality's Embassy in Washington DC immediately to process: a) a country clearance and b) permission to enter DLA Headquarters Complex located on a U.S. military installation. This process requires a minimum of 30 days to complete. For Turkish Nationals, the point of contact is Erdem Ibici and she can be reached at 202-612-6775. Request a six-month recurring visit request starting as soon as possible. The purpose of this request is to conduct face-to-face contract negotiations with the Defense Energy Support Center (DESC). The address and points of contact for DESC are:

Director, Defense Energy Support Center
8725 John J. Kingman Road, Suite 4950
Ft. Belvoir, VA 22060-6222

Felecia Y. McIntosh, Contract Specialist, 703-767-9545
Mark Q. Jones, Contracting Officer, 703-767-9520

C. **FACSIMILE PROPOSALS:** Offers may be submitted in accordance with Clause L2.11-2, FACSIMILE PROPOSALS. Please complete and submit the Offer Submission Package (OSP) in its entirety as your offer. Please submit all offer prices on the Price Data Sheet(s), which are included in the OSP. A completed OSP includes the Standard Form 1449 (SF 1449), Certifications and Representations (Fill-in clauses), appropriate Price Data Sheet(s), and Contractor Performance Data Sheet. **All offers must be signed (Block 30 of SF 1449).** The DESC fax number for submitting a facsimile proposal is **(703) 767-8506.**

D. **ACKNOWLEDGEMENT OF SOLICITATION AMENDMENTS:** Please check DESC's homepage (www.desc.dla.mil) frequently for any solicitation amendments (updates) to SP0600-03-R-0043. To acknowledge amendments, complete Blocks 15A, 15B, and 15C of the Standard Form (SF) 30 and return to DESC by fax, prior to the solicitation closing date. The DESC fax number is (703) 767-8506.

E. **PERIOD OF ACCEPTANCE OF OFFERS:** Pursuant to paragraph e, Clause L2.05-5 INSTRUCTIONS TO OFFEROR-COMMERCIAL ITEMS (PC&S), offerors agree to hold the prices in their offers firm for **120** calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

F. **SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE:** Offers submitted in response to this solicitation must be in the English language. (See solicitation Clause L2.10, SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE, incorporated by reference under Clause I1.20-1, CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE.)

G. **SUBMISSION OF OFFERS IN U.S. CURRENCY:** Offers submitted in response to this solicitation must be in U.S. Currency. (See solicitation Clause L2.10-1, SUBMISSION OF OFFERS IN U.S. CURRENCY, incorporated by reference under Clause I1.20-1, CLAUSE AND PROVISIONS INCORPORATED BY REFERENCE.)

H. **INTERNATIONAL DUNS NUMBER:** Include your company's Data Universal Numbering System (DUNS) Number on the cover sheet of your offer (See paragraph o of Clause L2.05-5, INSTRUCTIONS TO OFFERORS-COMMERCIAL ITEMS (PC&S)). If you do not have a DUNS Number, your company must register online at <http://www.dandb.com/eupdate> and click on the "Register your business" button. Or you may call one of two toll free numbers 800-333-0505 or 888-814-1435 for assistance.

I. **COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE REPORTING:** Please insert your CAGE CODE (5-digit alphanumeric code) in Block 17a. of the Standard Form (SF) 1449, in the box labeled "CAGE CODE." If your company currently has a Government contract and you do not know your CAGE CODE, please contact, Ms. Felecia McIntosh at 703-767-9545 (or email to Felecia.mcintosh@dla.mil), or Mr. Mark Jones at 703-767-9520 (or email to mark.q.jones@dla.mil).

J. **NO RESPONSE:** If your company does not intend to submit an offer for this solicitation, please complete Blocks 8, 9, 10, and 11 of the DD Form 1707 Cover Sheet and fax the sheet to DESC at (703) 767-8506.

K. **CONTRACT TYPE:** This is a one-year solicitation. The SCHEDULE (list of items, each with its own narrative) is incorporated into the Standard Form 1449 (SF 1449) Continuation Sheets. Type of contracts awarded as a result of this solicitation will be "Requirements, Indefinite Delivery – Fixed Price with Economic Price Adjustment." Refer to Clause I84, Requirements incorporated by reference in I1.20-1.

L. **ECONOMIC PRICE ADJUSTMENT & BASE REFERENCE PRICE:** Refer to Clause B19.02, ECONOMIC PRICE ADJUSTMENT (OVERSEAS PC&S). Offerors should use the publication, Platt's Oilgram Report, and associated postings, as indicated in Clause B19.02, paragraph (k) table columns III as the escalation reference for their offer prices. The BASE REFERENCE DATE for this solicitation is September 2003 and reflects the European Monthly Average prices under Cargoes FOB Med Basis Italy for each associated product for August 2003.

M. **ORDERING PERIOD:** The ordering period for contracts awarded under this solicitation is Date of Award through 31 December 2004. Quantities stated in the SCHEDULE are estimated one-year quantities.

N. **NOTICE—1:** ANY CONTRACT AWARDED TO A CONTRACTOR WHO AT THE TIME OF AWARD WAS SUSPENDED, DEBARRED, OR INELIGIBLE FOR RECEIPT OF CONTRACT WITH GOVERNMENT AGENCIES OR IN RECEIPT OF PROPOSED DEBARMENT FROM ANY GOVERNMENT AGENCY IS VOIDABLE AT THE OPTION OF THE GOVERNMENT.

DD FORM 1707 SP0600-03-R-0043
INFORMATION TO OFFERORS OR QUOTERS
BLOCK 7, ADDITIONAL INFORMATION

O. **NOTICE—2:** AN **AMENDMENT** TO THIS SOLICITATION WILL BE ISSUED IN THE NEAR FUTURE. THE SUPPLIES TO BE FURNISHED WILL REMAIN THE SAME (78-DIESEL, 79-UNLEADED, 81-KEROSENE) HOWEVER, THE REQUIREMENT WILL BE FOR AN **ELECTRONIC CARD-BASED PROGRAM** (CHARGE CARD) INSTEAD OF THE PAPER COUPON PROGRAM.

Q. **POINTS OF CONTACT:** For any clarification, explanation or additional information about this solicitation, please contact.

Ms. Felecia McIntosh
(703) 767-9545
felecia.mcintosh@dla.mil

For customer service and/or emergency situations, please contact DESC's Operation Center (DESC-DL):

Customer Service:	1-800 2 TOP OFF	Normal Duty Hours
Emergencies:	(703) 767-8420	Non-Duty Hours